

BURLINGTON CITY COUNCIL REGULAR SESSION JUNE 17, 2015

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, June 17, 2015. Mayor Stan Luke called the meeting to order.

ROLL CALL: ☒ Stan Luke, Mayor

Council Members present:

☒ Lewis Lenard
☒ Jane M. Griffith

☒ Forrest T. Rhodes
☒ Thomas P. Tschantz

☒ Jerilyn Curtiss
☒ Sharon Hall

Superintendents Present:

☒ Kevin Boyce (Parks)
☒ Riley Morgan (Interim Chief of Police)

☒ Alan Schneider (Electric)
☒ Danny Hawkins (Water/Wastewater)

☒ Doug Mast (Street)

Also Present:

☒ Regina Kewley (City Clerk)
☒ Thomas Robrahn (City Attorney)

☒ Jimmy Hugunin (Zoning & Grants Clerk)
☒ Susan Stroh (Administrative Assistant)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Dallas Scothorn, Brandi Charlton (BPD Officer), Stacy Haines (Coffey County Economic Development), Toni E. Allen (Treehouse Treasures LLC), Rose and Max Hess, Theda Darnell

AGENDA: *Council Member Curtiss stated, "I move to approve the agenda as amended." Council Member Tschantz, "Second." Motion unanimously carried.*

MINUTES: June 3, 2015: *Council Member Rhodes, "I move to accept the Draft Minutes of Council's regular session of June 3, 2015 as presented." Council Member Griffith, "Second." Motion unanimously carried.*

GOVERNING BODY CHANGE: Forrest T. Rhodes, Council Member Ward 1, Resignation

Mayor Luke stated, "At our last meeting you received a resignation letter from Forrest Rhodes, Ward 1 Position 1. At this time, we need to take action on that resignation." *Council Member Lenard stated, "I move to accept Forrest T. Rhodes' resignation as Council Member Ward 1, Position 1, with some regrets." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Council Member Rhodes abstained, and the motion passed with a vote of 5 in favor and one abstention.*

Mayor Luke to Forrest, "First off, I get to give you your last pay stub." Mayor Luke to Mrs. Rhodes, "Also, for you, Judy, we have the 8 Wonders of Kansas Guidebook. I know you're the guardian of the travel." Mrs. Rhodes, "Thank you very much." Mayor Luke to Forrest, "I think you took your name plate with you last time, which is good. We have a Certificate of Appreciation." Mayor Luke read the certificate and then presented it to Forrest. (Applause) Forrest relinquished his seat at the council table to sit with the visitors.

Certificate of Appreciation

This certificate is awarded to

Forrest T. Rhodes

*In recognition of 6 and a half years of service
to the City of Burlington, as Council Member, Ward 1.*

December 3, 2008 to June 17, 2015

GOVERNING BODY CHANGE: Mayor's Appointment: Dallas D. Scothorn, Council Member Ward 1

Mayor Luke stated, "I have talked with Dallas Scothorn about filling the position of Council Member Ward 1 Position 1 with the term ending in April of 2019. I would accept a motion to approve." *Council Member Curtiss stated, "I move ratify Mayor Luke's appointment of Dallas Scothorn as Council Member Ward 1 Position 1 to complete the term ending in April of 2019." Council Member Lenard, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion passed with a vote of 5:0.* City Clerk Kewley administered the Oath of Office to Dallas Scothorn. There was a round of applause as Council Member Scothorn took his seat at the council table.

APPOINTMENT: Toni Allen, Chamber of Commerce, Discuss Small Businesses

Toni Allen introduced herself and said, "I own Treehouse Treasures across the street. I've had it for about two years now. I'm closing my doors at the end of this month. That's going to leave two businesses downtown here, and that's it as far as retail goes - we'll have Bella Rose and Strawders and Daughters."

"My reason for asking to be on the agenda tonight is, I would like to see city council form a committee/taskforce/whatever to start looking at ways that we as a city could help small businesses start up. The first year or two is very, very difficult. There is loan money out there from the State, but you don't want to go too far into debt when you're starting a small business. There's grant money available. There should be grant money or money of some sort available from the City, and also from the County, to help small businesses start up. I've

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been talking to several people. I had a lady tell me that up in Provo, Utah they assisted with rent. Their downtown started dying; so they encouraged small business - if you started a small business, they would assist with the rent payment for one year, provided they hired two employees. That would have been a huge benefit for someone like me. With no employees, I was tied 100% of the time to the store; which is part of why I'm quitting - I want a life also."

"I would think as a city, we could help other small businesses start up and gain some revitalization of the downtown here. It's a beautiful area here, and a lot of it is empty. I would love to assist if there was something I could do on the committee. It's something I would like to think of and consider the possibilities."

APPOINTMENT: Stacy Haines, Economic Development Director, Introduction

Stacy Haines said, "I am the new Coffey County Economic Development Director. I just want to introduce myself. I've only been on the job a month. I am here to help. I'd love to serve on the committee Toni was talking about if we did something like that with downtown. I think that would be a great idea. There's lots of resources out there that I'm learning about that we could tap into - grants, loans, and programs." She passed out business cards, and said she would probably show up at meetings at least once every quarter, and offered to help with something if we'd like her to be a part of it. She said she probably could not answer many questions, but if she didn't know the answer, she would ask somebody and get back with the answer.

APPOINTMENT: Hearing: 718 S. 5th (Max and Rose Hess) to Determine if Structure(s) are to be Condemned

Interim Chief Morgan, as he distributed handouts with pictures, stated, "What I have for the Council tonight is a summary of activities that have taken place over the last ten months or so; and the position we were taking when this first came about and the position we're taking today, as well."

Mayor Luke called for a motion to open the public hearing for 718 S. 5th Street. Council Member Lenard stated, "I move to open the public hearing for 718 S. 5th Street to determine whether structure(s) should be condemned as dangerous and unfit." Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.

Interim Chief Morgan continued, "As we do have some new Councilmen, I will summarize what is contained in those documents. Back in August 2014, we initiated some new contacts in reference to a house located at that property address. The owners of the house don't reside in the house, they reside in a trailer that is directly adjacent to it on the same property. The house does have a hole in the roof and other structural issues. Since that time, as you can see in the pictures, there have been several appearances before Council when the owners have come in, and we continued to try to work through to find a resolution. We initially had set a hearing (for September 17, 2014), and the first of several extensions was granted, and we set another date for tonight's hearing to address it."

He continued, "Officer Brandi Charlton, who handles all the nuisance properties for the Police Department, is here tonight as well. She has had a lot of direct contact with the owners throughout this entire time period. If there are any specific things we can address with the actual structure of the house, she will try to answer them. As I understand it, one of the factors that contributed to the delays was the owners trying to move the utilities to the trailer so they could take down the house. As I understand it, the owners say the plumbing for the washer that is located in the house that we will condemn has not been moved to the addition they built to the trailer. I believe that is the only function/purpose of the house at this time, other than storage."

Mayor Luke stated, "Max, Rose, do you have any comments?" Mrs. Hess said they have been trying to get it cleaned up, but with bad weather and their health issues, they haven't been able to do a lot with the house." Mayor Luke asked, "What is the status on the plumbing?" Mrs. Hess, "We called Cook's Plumbing, and he was supposed to come out, but never showed up. He said he'd be there and that's all he said (no date was set)." Mayor Luke, "Have you talked to any other plumbers in town?" They had not. Mr. Hess said, "I'll wind up doing it myself." Mayor Luke, "We've had this situation since last August, and we're looking at close to a year." Mr. Hess mentioned again as in a previous meeting, that the City wouldn't give them a permit several years ago and that is why this has been ongoing for so long. He then mentioned a tree on the city's side of the property line falling and putting a hole in the roof, and the City not doing anything about that. Mayor Luke said, "I'm not sure that was our tree, but I wasn't here at the time."

Mayor Luke asked, "So, other than the plumbing, what else needs to be done there?" Mr. Hess, "Gas." Mayor Luke, "The gas is still connected?" Mrs. Hess, "It's still connected to the old house, yes." Mayor Luke, "Have you contacted them to discontinue that?" Mrs. Hess, "No. We've still got...." Mr. Hess, "We called awhile back to locate and they acted like they weren't interested." Mayor Luke, "They have to mark it, it's the law. We have to mark our waterlines, electric lines, and everything else when they (Dig Safe) contact us to do that." Mrs. Hess, "The electricity is shut off in the house. We run extension cords to the house because we've got to have lights to clean out in there."

Mayor Luke, "The questions I'm going to ask you and I want a straight forward answer is: When can we expect a house that can be demolished? Which means the gas...." Mr. Hess, "I'm doing the best I can." Mayor Luke stated, "One thing is, I will make a serious suggestion that you make an extreme large effort to get the plumbing and the natural gas disconnected from there and put to where you want it. That's going to be your main driver. I suggest you get in touch with Cook, or if you don't want to do business with some other plumbers, then find somebody you want to do business with and get it done; because we're going to have to take some serious action." Mrs. Hess, "I know." (continued)

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Interim Chief Morgan said, "If I may speak for just a second, based on some of my experiences with some of the demolitions, I know in the past we've included in the bid process for the demolition to cap sewer lines and to terminate the gas lines. Now, directing it back to the other house (trailer), that's a different story. But, those are things we have included in the past." Mayor Luke to Mr. and Mrs. Hess, "You have natural gas at the trailer right now, right? So, that line doesn't need to be redirected to that? The plumbing doesn't need to be redirected either; you just need to have new plumbing installed for the washer you will relocate?" Mrs. Hess said her husband is not able to do all that now due to his health and her sons are busy with work, etc.

Mayor Luke asked, "If a volunteer group came to help you move that stuff, how long would it take them to move just the washer and dryer or whatever is in the house?" Mrs. Hess, "It would probably take them about forty-five minutes. I have a deep freeze over there and the washer - that's what we're mostly concerned with. We can get the rest of that stuff out of there in no time. All we've got to do is load up the van and take it to the storage shed" Mayor Luke, "Okay. I'll have Brandi with the Police Department be in touch with you next Thursday to see if you have an appointment from Cooks Plumbing (or another plumber) to get the plumbing redirected, so we can start getting that stuff out of there. Thirty days from now we will have you here again to make sure that you have the major items out of there so the natural gas can be turned off, so that your washer, deep freeze, and whatever else you have in there can either be relocated or have already been relocated." Mrs. Hess, "Okay. We made a ramp up to get it up to the house." Mayor Luke, "So, a couple people with a dolly can move things." Mrs. Hess said, "All we need is the washer, the deep freeze, and the icebox out of there. And after that, we can clean 'er out."

Council Member Lenard said, "Let me ask this on the condemnation. If we move forward with that, can we have the ability to stop that if we see progress - or not; because Riley and these guys have been working at this for years; and I believe we should have some compassion, but there's a point that we're not making progress. It's unfortunate, but it's time to stop." Interim Chief Morgan said, "I believe if the Council were to move forward with the condemnation, it doesn't automatically trigger the bid process toward the demolition; but it will allow us to have some closure on this portion of it while we're bound with certain timeframes with the hearing. I don't know if there's a timeframe between the determination to condemn and the demolition." Attorney Robrahn advised, "Probably just a reasonable amount of time, like thirty to sixty days." (*No timeframe between condemnation and going out for bids; however in accordance with the Contract for Demolition, once the City receives the signed contract from the successful bidder, City has five days to sign and return a copy to the Contractor; and City has five days after execution of the contract to provide Contractor with a Notice to Proceed; then within 30 calendar days of issuance of the Notice to Proceed, Contractor must complete the project.*) Interim Chief, "Then we just move forward with due process for demolition, if they've been unable to..." Council Member Lenard, "We can run those processes parallel, get the condemnation and get the bids. We don't have to exercise starting the demolition, but we could be running things parallel?" Interim Chief, "Right." Council Member Lenard, "I'm all for that."

Mrs. Hess said that Mr. Hess has a big tool box in the house and it needs to be moved, too. Mr. Hess said it has a lot of valuable tools in it. Mayor Luke, "Okay."

Council Member Tschantz stated, "My grandson is doing community service at the Senior Center. I could get him and a couple of other young men, my nephews, to help get that done. We could do it on Saturday, if it would help." Mayor Luke, "Okay." Mrs. Hess said that would help a lot and then they could get the rest of the stuff sorted, throw some out, and get it done. Mayor Luke, assuring Council Member Tschantz and Officer Charlton would work with Mr. and Mrs. Hess on moving the washer and other items from the house, said, "We will get that done, and then we could go ahead with the condemnation, and then hopefully in thirty days everything will be taken care of." He told Mr. and Mrs. Hess, "I want you to make an appointment with Cook for a timeline to take care of the plumbing." Council Member Lenard stated, "Any plumber; we don't care who it is- Freeman's or whoever, but it's got to be done." Superintendent Hawkins told them City Hall Staff can give them a list of plumbers licensed to do business in Burlington.

Council Member Curtiss stated, "I move to close the public hearing." Council Member Hall, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.

APPOINTMENT: Resolution 2015-08, Declare Structure(s) at 718 S. 5th St. to be condemned

Mayor Luke called for a motion on Resolution 2015-08. Council Member Lenard stated, "I move to approve Resolution 2015-08, Declaring Structure(s) at 718 S. 5th Street to be Condemned and Demolished." Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously with a vote of 6:0.

Mayor Luke told Mr. and Mrs. Hess, "Basically, you have thirty days. Brandi and Tom will get together and (do their part as discussed). But the key thing is you've got to get that appointment with a plumber to come out and get that taken care of." Mrs. Hess, "If he will come. I can ask him." Mayor Luke, "Well, Danny will give Brandi a list of all the plumbers that are authorized to do business in town. If there is someone you don't want to

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do business with, that's your choice, but you need to make some effort and get that taken care of." In answer to a question, he explained that Mr. and Mrs. Hess need new plumbing run to where the washer will be moved in the addition they put on their trailer. Mrs. Hess, "All we have to do is that and whatever the gas is. The gas is already there (in the addition)." Mayor Luke explained the gas company will cap off gas service to the house, but will leave the meter because it serves the trailer they live in. Mayor Luke, "Alright?" Mrs. Hess, "Yes."

APPOINTMENT: Hearing: 928 Des Moines (Darnell/Heirs) to Determine if Structure(s) are to be Condemned

Mayor Luke called for a motion to open the public hearing for 928 Des Moines Street. *Council Member Curtiss stated, "I move to open the public hearing for 928 Des Moines Street to determine whether structure(s) should be condemned as dangerous and unfit." Council Member Griffith, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.*

Interim Chief Morgan, as he distributed handouts with pictures, stated, "This situation began about the same time as the Hess property. The owner passed away, and since that time Brandi has been working continually with the owner's mother (Theda Darnell). Theda wanted to get property out of the house that she wanted to keep; and I understand it. That process is done. The heirs of the estate have been notified by certified mail, and have expressed no interest what-so-ever in the proceedings. As you can see in the pictures, the fence has come down; and since that time, the house has continued to deteriorate structurally."

Mayor Luke asked Mrs. Darnell, "How are you doing on getting stuff out of there?" Mrs. Darnell replied, "I've just got a few things left to get out." Mayor Luke, "So, if we proceed with the condemnation - thirty days?" Mrs. Darnell, "Yes, if not before. The fact is, his kids don't want nothing to do with it; but yet, they asked me to take stuff out of the house to save for them, do I have to give it to them?" Mayor Luke stated, "That's between you and them. You could ask an attorney that."

Mayor Luke requested a motion to close the public hearing. *Council Member Griffith stated, "I move to close the public hearing." Council Member Lenard, "Second." Hearing no discussion on the motion, Mayor Luke called for a vote. Motion unanimously carried.*

APPOINTMENT: Resolution 2015-09, Declare Structure(s) at 928 Des Moines St. to be condemned

Mayor Luke called for a motion on Resolution 2015-09. *Council Member Lenard made a motion to approve Resolution 2015-09, Declaring Structure(s) at 928 Des Moines Street to be Condemned and Demolished." Council Member Griffith, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously with a vote of 6:0.*

Mrs. Darnell asked, "What did the kids say? Did you send them a registered letter?" Interim Chief Morgan responded, "They did receive certified letters. We had communication from them. So we don't take up Council's time, could you meet with me at the Police Department tomorrow and we'll visit a little bit?" Mrs. Darnell, "Yes." Mayor Luke, "Basically, you have thirty days." As Mrs. Darnell was leaving she asked if we need the deed to the property. Attorney Robrahn said it wouldn't be necessary.

NUISANCE PROPERTIES: Discussion and Request to Go Out for Bids for Demolitions (2 properties)

Additional Discussion: Council Member Lenard inquired, "At this point, with all our nuisance property, does this pretty much button everything up?" Interim Chief Morgan answered, "What we have preceding. The way we've approached this is, we stage it. These are coming to a conclusion. There are some we will need to get back involved with - either we've been involved with in the past and they've had continued progress; but it will be a continual effort. These were the ones that were the most significant that we did not see a positive outcome without council action. We usually have pretty good luck with it."

Council Member Lenard said, "There's been a lot of people who have come into town that have complimented on how good the city looks. I would encourage that we continue with that effort." Interim Chief Morgan stated, "That is contributed to Brandi. She does an amazing job building relationships with the homeowners - even the difficult or more challenging homeowners. She is very quick to build a relationship, and continues that open communication." He added, "As you are aware, I have her personnel evaluation this evening."

Go out for Bids: Mayor Luke called for a motion to go out for bids for demolition of the two properties. *Council Member Tschantz made the motion to authorize Interim Chief Morgan to go out for bids for 2015 Structure Demolitions for 718 S. 5th (Hess' property) and 928 Des Moines (the Darnell property)." Council Member Curtiss, "I second it." Hearing no discussion on the motion, Mayor Luke called for a vote. Motion unanimously carried.*

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel have been doing daily work orders, customer service requests, and line locates. The Apprentice Linemen have been preparing for their chapter testing for the month. Distribution personnel attended the KMU safety training

Lightning Strike - AMI Network Problems (update): The line crew read electric meters by hand this month. The AMI Network was damaged by lightning, and is now back up and normal.

Street Lights: Crews have been fixing street lights and area lights.

Storm Damage on June 8th: Superintendent Schneider reported, "Last Monday, June 8th, we had some storm damage. We had one broken line pole and several large tree limbs fall onto customer service drops; so we put in about an hour and a half overtime that day, and we had some carryover repairs on the 9th - nothing major."

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Power Outages (3): Superintendent Schneider said, "We had three outages within two days due to a squirrel and three birds. One was at the Power Plant substation and the other was at the industrial park substation. We replaced two lightning arresters in the industrial park substation and replaced damaged porcelain in the power plant substation grid work."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Production personnel have been doing required daily and monthly reports, including our annual EIA (Energy Information Administration) reports. Productions personnel also attended the KMU Safety training.

Power Plant Maintenance - Generator #6: Superintendent Schneider reported, "We did normal power plant maintenance. They did a maintenance run on Generator #6 today for 5 1/2 to 6 hours. During that time the motor that runs the intercooler failed. So we changed that quickly and did not even have to take the generator offline. We got it repaired before the temperature on the intercooler came up."

WATER DEPARTMENT: Distribution Update

Waterline Replacement Project - Niagara Street (4th to 10th): Superintendent Hawkins reported, "We have been working regularly on the Waterline Replacement on Niagara. We do have Riley Boring Company coming back. We were delayed by the rain, but we did get a little over 1,200 feet put in. We sent the first bacteria sample off today, and will do the next one tomorrow. We're pushing hard to try to get the elementary school area done first. We've done everything from 6th to 9th. If the bacteria results all come back negative, next Monday we will begin starting on the services over there. We've been concentrating a lot of our time in that area."

General: In between the Water Replacement Project and the rains, personnel have been getting caught up on installations of water meter services, doing normal duties, reading meters, and doing line locates and work orders.

WATER DEPARTMENT: Water Production Update

Water Use Update: Superintendent Hawkins reported the Water Plant is running well; and we are still using approximately 450,000 gallons of water a day.

Water Emergency: Watch (update): Superintendent Hawkins stated, "I got on the Kansas Water Office website to see what Governor Brownback had to say. He is going to continue keeping the counties 'as is'. I can't tell you why."

Commending Council Member Rhodes: Superintendent Hawkins stated, "Forrest has done a great job with my Committee (Water/Wastewater Committee). It is sad to see him leave tonight, and I want to thank him from our department for the job he has done with his selfless act of serving the public and serving our department." He shook hands with Council Member Rhodes and said, "Thank you, Sir."

STREET DEPARTMENT: Update

Pothole Patching: Street personnel have been using the new pothole patching machine, and have quite a bit done. There is quite a bit more to do, and with cooperation of the weather, they will get it done.

Graceland Cemetery Roads: Superintendent Mast reported, "We did some work on the roads at Graceland Cemetery. Brad Jones (Jones Funeral Home) called and asked me if we could do some grading of the roads and add rock to some of them. We are working with them, as we have done in the past."

Storm Damage Cleanup and Repair: Superintendent Mast said, "We did have some storm damage. We had to clean up a few trees that fell into the streets; and we got that taken care of with minimal overtime."

Council Member Griffith asked, "Did you say you were picking up tree branches that were down?" Superintendent Mast explained, "We picked up the ones that fell in the street or were blocking the road. Everybody has the opportunity to utilize the brush burn pile south of the City Dam. If it is locked, they can come to City Hall and borrow a key and take the brush/tree limbs down there. That is only for trees and brush, nothing else." Council Member Griffith inquired, "What constitutes when you guys pick it up?" Superintendent Mast replied, "When it falls in the street." Superintendent Boyce explained that when we had the ice storm, that was something major, so we had a special pickup. Superintendent Mast said, "Yes, it has to be an extremely major storm to where we've got a huge amount of damage throughout town; and usually the Mayor or the Council as a whole says, 'We are going to do this for the City and the citizens and are going to go around and pickup up brush and tree limbs an extra time this year. They usually give them about a week to get it out to the curb so we can get it picked up; but that is only for extremely major storms. If we did that for every windstorm that came through, that's all we'd be doing.'"

Culverts: Street personnel have been installing culverts for residents who asked for culvert extensions or new culverts for a new driveway.

POLICE DEPARTMENT: Update

General: Interim Chief Morgan reported, "The Police Department call volume has continued to stay higher than it had been. We did have one officer make an arrest downtown in the early morning over the weekend - found a couple of gentlemen taking some items from a business. The investigation continued over the next couple of days, and we were able to close several other cases involving thefts downtown."

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Fireworks: Interim Chief Morgan reported on fireworks in July, "Fireworks in Burlington will be allowed July 1 through July 5th between the hours of 8:00 in the morning and 11:00 at night. No fireworks are allowed in city parks."

Police Records Clerk: Police Records Clerk Reeves attended required training in Pittsburg yesterday and in Topeka today. She has one more class next week, which will complete the formalized required training.

Give-A-Dog-A-Home event (update): Turnout for the Give-A-Dog-A-Home event was good considering the weather. Some dogs currently in the Animal Shelter participated in the 5K.

POLICE DEPARTMENT: Personnel - Officer Charlton's Personnel Evaluation

Interim Chief Morgan said, "Brandi Charlton is up for evaluation. She is performing very well." Council Member Lenard stated, "Riley presented the Police Committee with the data we requested, and has since supported it. At this time agree with his recommendation." Interim Chief Morgan stated, "I recommend a 3.5% merit increase for Officer Charlton." *Council Member Lenard stated, "I move to approve the Personnel Evaluation for Police Officer Brandi Charlton, as presented, with a 3.5% merit increase,."* *Council Member Curtiss, "I second the motion."* Hearing no discussion on the motion, Mayor Luke called for a vote. *Motion unanimously carried.*

POLICE DEPARTMENT: Nuisance Properties

Interim Chief Morgan reported, "We have had a very positive reaction to all the grass issues we had a couple of weeks ago. We are continuing to work with two or three properties, but I expect those to be resolved before the next meeting." Mayor Luke, "Weather permitting."

POLICE DEPARTMENT: Personnel - Advertise for a Chief of Police

Council Member Lenard stated as a motion, "On behalf of the Police Committee, we would like to move forward to advertise for the Chief of Police position until the position is filled." *Council Member Curtiss, "I second the motion."* Hearing no discussion on the motion, Mayor Luke called for a vote. *Motion unanimously carried.*

Police Committee Meeting: Council Member Lenard announced, "We will have a Police Committee next door after this meeting."

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, "We cleaned buildings and restrooms. Again, the biggest share of our time was spent mowing - as soon as we're done, we're starting over again. As far as I know, we haven't had any complaints on the mowing. That's my goal - the buildings and the mowing. If I can stay ahead of those, I think I'm doing good right now. We are behind on some of our other projects that I had expected to have done by now; but with all the rain, all we're having time for is mowing."

Storm - Brush cleanup: Parks personnel also had some brush cleanup from the storms. They had to use the bucket truck to get broken branches out of trees in a high-traffic area, with a parking lot next to the trees.

Flowers: Personnel have been working with the flowers. The flower pots on the streets are looking much better. The baskets will probably be hung by the end of this week, depending on the weather.

Equipment Maintenance: Superintendent Boyce reported, "Our older mower went down today. I should have the parts tomorrow and have it running. We do have another mower."

Kelley Park East Ballfield - Drainage: Superintendent Boyce reported, "We have a complaint about drainage at the east ballfield at Kelley Park, that the parking area was muddy and hazardous. I am working with the Recreation Center on that to get it to drain better and getting some rock established in there. Hopefully, we can improve that area by the end of this week."

Business Appreciation and Employee Picnics (update): Superintendent Boyce assisted with the Business Appreciation barbeque and Employee barbequeS. He said, "I would like to thank all the employees and members of Governing Bodies of both Burlington and New Strawn, and other organizations that helped with that."

Fireworks Signs: Signs will be put in the parks by the end of June to remind people that fireworks are not allowed in Burlington's city parks

Dog Park on S. 2nd Street - Status: Mayor Luke asked about the status on the Dog Park. Superintendent Boyce said he asked to get the fence done at the Parks Department first. It has been delayed because of the rain, and may be done in five or six weeks depending on the weather.

FINANCE: Claims Ordinance & Payroll Ordinance

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|----|---------------------------|---------------------|
| a. | Claims Ordinance 2015-12 | <u>\$294,020.01</u> |
| b. | Payroll Ordinance 2015-13 | <u>\$ 77,252.07</u> |
| | TOTAL | \$371,272.08 |

CLAIMS 2015-12: *Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2015-12 in the amount of \$294,020.01 for payment of city bills."* *Council Member Griffith, "Second."* Mayor Luke called for discussion. Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. *All votes were in favor. Mayor Luke declared Claims Ordinance 2015-12 approved by vote of 6:0.*

PAYROLL 2015-13: *Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2015-13 in the amount of \$77,252.07."* *Council Member Griffith, "Second."* Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. *All votes were in favor. Mayor Luke declared Payroll Ordinance 2015-13 approved by a vote of 6:0.*

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PLANNING & ZONING: Update

Webpage - Calendar: Zoning Clerk Hugunin has been updating Facebook and the webpage. He has been very busy with permits, mainly for fences, and is preparing copies of the approved permits to be taken to the County Appraiser.

WildBlue BBQ Meeting: Zoning Clerk Hugunin attended the WildBlue BBQ meeting with Mayor Luke on Monday.

MT Network - Fiberoptics Project: Zoning Clerk Hugunin reported, "I have been dealing with MT Network. They are close to having everything hooked up here so we'll be on their network before too long."

City Hall's Carport (replacement): The new carport for City Hall to replace the one larger one that was delivered and installed a while back is ready. It is ready to be delivered when the current one is moved. Donna Luney (Coast to Coast Carport, Inc. in LeRoy) has a pretty good reduced price on it.

Selling Un-needed Equipment (update): Zoning Clerk Hugunin reported, "The purplewave.com auction looks like it is going pretty good. I have been getting a lot of phone calls daily about different items. Sue (Administrative Assistant Stroh) handled a pretty tough one the other day and got with Alan (Superintendent Schneider) about some of the lights and such. We've had several calls about the walking bridge."

Planning Commission - Membership: With Dallas Scothorn's appointment to City Council, Zoning Clerk Hugunin lost a member of the Burlington Planning Commission; and now needs to advertise for three new members instead of two to have the full membership of 9.

OTHER BUSINESS: None

PERMITS: Permits issued by Zoning Clerk Hugunin

2015-023 Jessica Thomsen - 604 N. 2nd - Fence

2015-024 Daniel Bitler - 216 S. 13th - Deck

2015-025 Yogev Achmon - 1325 Neosho - Fence

2015-026 Christopher Phelan - 517 Jason St. - Fence

2015-027 Sheri Volland - 1012 Neosho - Fence

LEGAL DEPARTMENT: Training

City Attorney Robrahn stated, "Friday, I attended the City Attorneys Association of Kansas meeting put on by the Kansas League of Municipalities. It was in Mulvane, Kansas. The first class had to do with prisoner medical costs. I will have to share some of the updates on that with Gina (City Clerk). A class in the afternoon was on the use of public infrastructure for wireless antennae. In Overland Park they have cellular phone people putting things on city light poles; and the city can benefit by getting new light poles and light fixtures and other things. It's maybe something you can look at in the future. I want to thank you for letting me go."

CITY CLERK'S OFFICE: Update

General: City Hall Staff have been busy preparing meter readings for utility billing this month; and have also been handling calls and inquiries, work orders, and preparing meeting minutes, reports, vouchers, and payroll.

Budget for 2016: A finance meeting was held on Thursday, June 11th with the City Clerk, Superintendents and the Finance Committee (Mayor Luke and Council Members Griffith and Hall), and Council Member Curtiss in attendance. City Clerk Kewley stated, "We had a pretty good meeting and got started on the Budget for next year. We have scheduled another meeting for the 20th of July, a Monday, at 3 p.m. We did have it scheduled for the 22nd; but due to the Republican reducing their publications from twice a week to only one time a week, with 5 p.m. Mondays being the new deadline for submissions, we had to move the meeting back so we could meet the timeline requirement for budget hearings."

Republican - Publication Beginning Wed., July 1, 2015

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| 1) One time per week - printed on Tuesdays | 2) Available in stores/vending - Wednesday morning |
| 3) Delivered by mail - Thursday morning | 4) Will prorate current prepaid subscriptions |
| 5) DEADLINE for Submission - Mondays 5 p.m. | |

Budget 2015 - Timeline: City Clerk Kewley said, "A State Statute mandates a timeline we have to use for city budgets." She explained the timeline for Burlington's 2016 Budget:

- A. Authorize publication of the hearing on July 1st and have it published on the 23rd of July. The State of Kansas says we need to have it done by the 5th of August.
- B. Budget Hearing will be on August 5th at 6:30 p.m. State Statute deadline is the 15th of August.
- C. We have to file the budget with the County Clerk by between August 21st and 25th, but no later than the 25th of August.

[8] CONTINUATION: June 17, 2015 Burlington City Council Meeting

Kansas Department of Commerce Community Development Block Grant Training (CDBG): City Clerk Kewley reported, "On June 10th, I attended the mandatory state training through the Kansas Department of Commerce. It covered the CDBG loan funds. Beginning June 10th, they started new requirements. They will be strict on enforcing the requirements; and if we don't follow these requirements, they will pull our money (grant funds), plus make us pick up the tab for the loan. I will go over the new requirements with our Decision Making Authority and changing our policy. It could be a pretty big undertaking."

KMU Safety Training: On June 16th, City Clerk Kewley attended the KMU management training on *Effective Documentation*.

Highway 75 Project Meeting: On June 4th, City Clerk Kewley attended Kansas Department of Transportation's public meeting on the Highway 75 Project on preparing for the State to come in and do their project.

REPORT BY CITY OFFICER: City of Burlington's Mission Statement

Council Member Lenard stated, "I talked to Gina today, and she was gracious enough to print our Mission Statement out. We've had discussions about - like Toni's presentation (Toni Allen, Treehouse Treasures); and Riley have had discussions on different things. It's just kind of a reminder of what our mission is because sometimes we get focused on private business and different things like that; and that's not what these guys are supposed to be doing." (*The mission statement is on the City's website.*)

CITY OF BURLINGTON, KANSAS MISSION STATEMENT

February 5, 1997

We, representatives and employees of Burlington, collectively agree that our mission is to do what is best for the City of Burlington. We do not work for or represent any special interest group. We believe that integrity is the backbone of decision making and loyalty to the community is paramount. Our ultimate goal is to improve the City's quality of life by making informed decisions, using resources intelligently and pursuing innovative ideas to ensure a better tomorrow. To reach these ends, we shall work as a team, trust in one another and listen to the people we represent.

REPORT BY CITY OFFICER: Council Member Scothorn - Boards/Committees

Mayor Luke stated, "Dallas, I believe you will be taking the positions Forrest held on committees: Police Committee (Public Safety), Utilities Committee (Electric, Water, and Sewer), and the Plumbing Examining Board. You will also be Chair of Burlington Decision Making Authority. You will be getting the manuals if you don't already have them."

REPORT BY CITY OFFICER: Promoting Downtown (and WildBlue BBQ)

Council Member Curtiss volunteered to be on a committee for promoting downtown, if one is formed. Mayor Luke stated, "Toni Allen has given me some names of members of the community who have expressed interest in it; and I will talk with them to see what the consensus is to go forward." Council Member Lenard commented, "Isn't that a function of our Chamber of Commerce and our Economic Development?" Mayor Luke said, "Yes, that's their main function." Council Member Curtiss restated her desire to serve on a committee as a representative of the City.

Mayor Luke mentioned we want to stay informed, like with the WildBlue BBQ we are informed of what is going on and have the facilities, but they do most everything else. He didn't know whether we help hang the banner across the Highway or if Lyon/Coffey Electric Coop. does that. Superintendent Schneider said, "You know, if I remember right they put one on the fence last year (on the north side of the 4th Street Municipal Parking Lot). They had been hanging the banners across Highway 75 but the wind was beating our lines to death and I was afraid it would create some issues; so they moved them to the fence." Mayor Luke, "I don't think there's anything that Jimmy (Zoning Clerk Hugunin) and I agreed to at the WildBlue BBQ Committee meeting the other day that is not in line with what we had already been doing in the past. We will have the barriers at Kelley Park for them to use as needed and we will have the park ready for them to use, as always. Everything else is in their hands." He added, "It looks like Wolf Creek is taking over almost everything to do with the BBQ. Lyon/Coffey may be out of it after this year." Zoning Clerk Hugunin, "Yes, they're walking away." Mayor Luke, "Next year we will be working totally with Wolf Creek on it." When asked if Coffey County Hospital would continue to be involved, Mayor Luke said, "Nobody from the Hospital was at the meeting, so we will have to wait and see. Friday night, July 17th is when they have the band; and the 18th is when they have the actual barbeque."

Mayor Luke said, "The following weekend is the Coffey County Fair, and somebody at that meeting the other day volunteered the Mayor as a person for the dunk tank."

REPORT BY CITY OFFICER: Kelley Park

ATV RiderCourse @ Kelley Park (6/11-13): Superintendent Boyce reported he couldn't tell that the Farm Service Agency ATV RiderCourse at Kelley Park on June 11th through the 13th, but they were.

Fair Board - Block removal: Council Member Griffith asked if the Fair Board had moved the blocks from the Spring Demolition Derby yet. Superintendent Boyce said the day they were moved, he got the area bladed.

[9] CONTINUATION: June 17, 2015 Burlington City Council Meeting

FUTURE AGENDA ITEMS:

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| GENERAL City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program Downtown Revitalization (Committee) Chief of Police Vacancy - Advertise until filled (6-17/2015 through ?) | GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Prepare Budget for 2016 |
| ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Fill Vacancies (Leadman) Lightning Strike - Network Problems | Automatic Meter Infrastructure for Electric (AMI) Natural Gas - 2nd Supplier Industrial Park Substation - DC Power Supply |
| PARKS DEPARTMENT: Fair Board’s new Building WildBlue BBQ and Taste of Fall Festival 2015 Dog Park - Planning / Fence / Etc. Kelley Park East Ballfield Drainage | RV Parking Pay Stations for Kelley Park and Drake Park Walking Trail - City Dam/Drake Park to Kelley Park Parks Department Fence |
| LEGAL DEPARTMENT: Municipal Court Natural Gas - Franchise Agreement | Property Demolition Deeds/Agreements/etc. |
| PLANNING AND ZONING Quarterly Construction Valuation Report Comprehensive Development Plan – Update by end 2015 Industrial Park Lots Disposition of Excess Property through purplewave.com Work w/PD on Nuisance Structure regulations | Grant for City Dam/Drake Park to Kelley Park Walking Trail Carport for behind City Hall MT Networks Fiberoptics - updates Planning Commission Members (Advertise for 3) |
| POLICE DEPARTMENT Nuisance Updates Police Building - New Sign Animal Shelter - Improvements/Floor Personnel – Training Updates | Nuisance Structures Demolition - Update Unclaimed and Abandoned Property - Disposition Vehicles: Sell 2008 Crown Vic Bike Patrol Program (update) |
| STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way Equipment - Purchase Small Milling Machine for Sidewalks, etc. Street Sweeper in 2016 2015 Asphalt Project | Rebuild/Repair Kennedy Street and 14 th Street Pavement Management System/Asset Management System 2015 Curb & Gutter Project (Yuba between 6th & 7th) Mohawk Street Improvements between 14th & 15th) KDOT's NHwy 75 Project - Work with them |
| WATER & WASTEWATER DEPARTMENT: Rural Water District #3 - Neosho Riverbank Stabilization Southwest Sewer Project Waterline Replacement Project SCADA System Water Emergency - Watch (Update) Pump Repairs in 2016 (Clearwell/River Intake) Sewer Lagoons - Analysis by KRWA/funding for dredging Filters/Anthracite/Bacterial Testing | Valve, Meter, Vault: Water Tower Repair Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Clean Sewers Fire Hydrant Static Testing |

Mayor Luke declared the meeting adjourned.

Approved by City Council and signed by Regina R. Kewley, City Clerk